

The  
**Division of Criminal and Juvenile Justice Planning**  
of the  
**Iowa Department of Human Rights**  
along with the  
**Juvenile Justice Advisory Council**  
and  
**Iowa's DMC Committee (a subcommittee of the JJAC)**  
**Announce the...**

SFY 2011  
A Request for Application Related to Disproportionate Minority Contact

This request for Application (RFA) governs the following program:  
**DMC Resource Center**

Funds are available for entities to assist Iowa's efforts to provide a resource center for Iowa's initiative to impact Disproportionate Minority Contact.

**Applications are due September, 30 2010 at 4:30 p.m. CDT**

In the office of  
The Division of Criminal and Juvenile Justice Planning

Applications must be sent to:

Department of Human Rights  
Division of Criminal and Juvenile Justice Planning  
2<sup>nd</sup> Floor  
Lucas State Office Building  
321 E. 12<sup>th</sup> St.  
Des Moines, IA 50319

Contact: [Dave.Kuker@iowa.gov](mailto:Dave.Kuker@iowa.gov)

**The approved applicant may be eligible to receive additional funding for up to two additional years from this application.** Approval for additional funding will be contingent upon performance with the requirements of the contract and this RFA and upon the allocation of funds from Congress.

**No fax or e-mail submissions will be accepted.**

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## **I. OVERVIEW**

This is a request for applications from the Division of Criminal and Juvenile Justice Planning (CJJP) of the Department of Human Rights, Iowa's Juvenile Justice Advisory Council (JJAC), and a JJAC subcommittee, Iowa's Disproportionate Minority Contact (DMC) Committee (DMC Committee). CJJP, the JJAC, and the DMC Committee assist with the administration of the federal Juvenile Justice and Delinquency Prevention Act (JJDP). The JJDP requires, amongst other things, that the states "address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups, who come into contact with juvenile justice system."

According to U.S. Census Bureau statistics, minority youth in Iowa comprise approximately 13 percent of Iowa's total youth population. CJJP statistics reflect that ---

- African-American youth are arrested at a rate nearly five times higher than Caucasian youth (2007 Iowa Uniform Crime Report).
- Minority youth comprise 35 percent of the combined high school student population for the Des Moines, Sioux City, and Waterloo School Districts, and 46 percent of the arrests in those schools (2006-07 Des Moines, Sioux City, and Waterloo, Police Departments - High School Arrest Data).
- Minority youth comprise nearly 30 percent of the youth referred to juvenile court, and 40 percent of all youth held in juvenile detention facility settings. At the same time, minority youth comprise 21 percent of youth receiving informal adjustment agreements (Iowa Justice Data Warehouse).

Research indicates that minority youth in Iowa are disproportionately overrepresented in arrest, referral, and juvenile detention juvenile justice decision points. Minority youth are, comparatively, under-represented at the juvenile justice decision point of informal adjustment. The intention of this effort is to provide grant funds to support Iowa's initiative to reduce DMC. Fully addressing DMC requires states and local communities work collaboratively to address minority overrepresentation in the juvenile justice system. The successful applicant in this process will work specifically to address the needs of minority children, youth and families in the community and will also assist in providing information on the specific needs and cultures of minority populations.

The source of funding for this project is the JJDP Act Formula Grant. The JJAC, which along with CJJP, oversees the distribution of formula grant funds in the state of Iowa, recognizes that reduction of DMC will require additional assistance. As a result, the JJAC has allocated funding to be utilized to implement a DMC Resource center.

### **A. Purpose of Funding**

#### **1. Provide Technical Assistance and Support to Local Sites**

The primary purpose for the funding of a DMC Resource Center Initiative is to provide special assistance to a planning effort presently underway in Iowa communities. Four local jurisdictions --Black Hawk, Johnson, Polk, and Woodbury Counties ("Local DMC Committees")--have been participating in a DMC-related technical assistance effort for a number of years. The provider selected through this RFA process is expected to provide support and technical assistance to these Local DMC Committees and other local DMC

related efforts. A significant part of the effort to provide support to local jurisdictions will involve assistance with gathering information regarding the arrest and referral of youth from the school to juvenile court.

Additionally, the JJAC and CJJP are funding a juvenile justice youth development initiative (JJYDI). The effort combines federal JJDP Title II, Enforcing Underage Drinking Laws, and Juvenile Accountability Block Grant funding that is allocated to Iowa's eight Juvenile Court Services (JCS) in each Judicial District. JCS offices are encouraged to develop community-based best practices utilizing the allocated funds. The JCS offices are encouraged to consider the needs of minority youth as they implement best practices approaches. The JJAC and CJJP view the JJYDI as a unique opportunity to provide local officials with the opportunity to affect DMC. The provider selected through this RFA process is expected to provide support and technical assistance to the JCS offices in developing and implementing the best practices developed pursuant to the JJYDI .

Finally, three local sites--Black Hawk, Polk, and Woodbury Counties--are in their second year of participation in a national technical assistance effort, the Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative (JDAI). The JDAI seeks to utilize eight key strategies to affect detention reform:

1. *Collaboration* between the major juvenile justice agencies, other governmental entities, and community organizations is essential for all applicants. Without collaboration, even well designed reforms are likely to flounder or be subverted. A formal structure within which to undertake joint planning and policymaking is an applicant requirement.
2. *Use of accurate data*, both to diagnose the system's problems and proclivities and to assess the impact of various reforms, is critical. Without hard facts, myths and anecdotes will rule the system and preclude agreement on key aspects of policy and practice.
3. *Reducing racial disparities* requires specific strategies (in addition to those listed above) aimed at eliminating bias and ensuring a level playing field for youth of color. Change in this arena also requires persistent, determined leadership because the sensitive nature of these discussions and changes frequently provoke defensiveness and avoidance.
4. *Objective admissions criteria and instruments* must be developed to replace subjective decision making at all points where choices to place children in secure custody are made. Most experts and virtually all professional standards indicate that secure juvenile detention should be used to accomplish two purposes: (1) to ensure that alleged delinquents appear in court and (2) to minimize the risk of serious re-offending while current charges are being adjudicated. And as emphasized by the Federal Office of Juvenile Justice and Delinquency Prevention, "an effective juvenile justice system does not use detention as a sanction".
5. *Non-secure alternatives to detention* must be implemented in order to increase the options available for arrested youth. These programs must be careful to target only

youth who would otherwise be locked up. Whenever possible, they should be based in those neighborhoods where detention cases are concentrated and operated by local organizations.

6. *Special detention cases*—youth in custody as a result of probation violations, writs and warrants, as well as those awaiting placement must be re-examined and new practices implemented to minimize their presence in the secure facility.
7. *Case processing reforms* must be introduced to expedite the flow of cases through the system. These changes reduce lengths of stay in custody, expand the availability of non-secure program slots, and ensure that interventions with youth are timely and appropriate.
8. *Improving conditions of confinement is most likely* to occur when facilities are routinely inspected by knowledgeable individuals applying rigorous protocols and ambitious standards. Absent of this kind of consistent scrutiny, conditions in secure facilities are unlikely to improve and often will deteriorate.

The provider selected through this RFA process will be required to coordinate local DMC-related activities with the state JDAI initiative.

## 2. Inform and Educate

In addition to providing technical assistance and support, the DMC Resource Center also assists local officials including, but not limited to, Decat officials and other local planners and program staff in developing programs related to DMC and provides educational opportunities for state and local officials on issues related to DMC.

**Please note that the CJJP has separately released an RFA specifically addressing JJAC's Cultural Competency Training Initiative (CCTI). The provider selected through this RFA will be required to coordinate activities with the provider selected pursuant to the CCFI RFA. Applicants for this RFA may also apply for the RFA specifically addressing the CCTI and the same applicant may be awarded both grants.**

## 3. DMC Conference

Another significant component of the funding for the DMC Resource Center is the development and production of a DMC conference. The chosen applicant is expected to organize the conference, as well as link and connect, as appropriate, with other relevant conferences. The applicant will coordinate the planning of the conference with the DMC committee and CJJP staff, and will work with the DMC committee in naming keynote speakers and identifying and choosing workshops for the conference.

## **B. Grant Period**

The grant period shall be from November 1, 2010 thru September 30, 2011. Despite the 11 month grant period, applicants are required to provide a one year budget. The final budget for the grant period will be prorated for the 11 month grant period. The approved applicant may be eligible to receive additional funding for up to two years. Approval for additional funding will be contingent upon performance with the requirements of the contract and this RFA and upon the allocation of funds from Congress.

### **C. Funding Levels**

Upon approval from CJJP and the JJAC, grant funds up to \$100,000 for an annual budget (12 months) will be available to fund the DMC Resource Center prorated for the period of November 1, 2010 through September 30, 2011. Despite the 11 month grant period, applicants are required to provide a one year budget. CJJP anticipates receiving an award of federal money to fund this program; however, the actual amount of any federal award is not certain. CJJP may withdraw or alter this request for applications at any time and for any reason, including official action affecting funding of this program. In the event CJJP receives a lower amount of federal money than anticipated, the amount available to the project will be adjusted accordingly.

## **II. ELIGIBLE APPLICANTS**

Eligible applicants include state and private universities, training and technical assistance entities, planning agencies, youth serving agencies, and others with an interest in minority issues particularly related to DMC. *Applicants must demonstrate expertise in administering a state-wide technical assistance and planning initiative.* Applicants should be able to demonstrate their ability to work with minority populations, state and local planners, private providers, state agencies, etc. Applicants will be required to work with CJJP, the JJAC, the DMC Committee, the provider chosen pursuant to the CCTI RFA, and other technical assistance consultants.

## **III. APPLICANT TIME FRAMES**

### **A. Applicants' Conference**

An ***applicants' conference*** will take place **August 27, 2010, from 10:00 a.m. to 1:00 p.m.** CDT via the state ICN network. Sites for the ICN will be posted on the CJJP website by August 20, 2010 CDT. The CJJP website is <http://www.humanrights.iowa.gov/cjip/index.html>.

### **B. Letters of Intent to Apply**

Letters of intent to apply *are mandatory and must be received in CJJP's office by 4:30 p.m. CDT on September 3, 2010.* **Faxed or e-mailed copies will not be accepted.**

### **C. Applicant Questions and Suggested Changes**

Applicants are invited to submit written questions and requests for clarifications regarding the RFA. Applicants may also submit suggestions for changes to the requirements of this RFA. The questions, **requests for clarifications, or suggestions must be in writing and received by CJJP by 4:30 p.m. CDT on September 3, 2010.** Oral questions will not be permitted. If the question, request for clarification or suggestion pertains to a specific section of the RFA, the page and section number(s) must be referenced. **Written responses to questions, requests for clarifications, or suggestions will be sent on or before September 10, 2010,** to applicants who received or requested RFA's. CJJP's written responses will be considered as an addendum to the RFA. If CJJP adopts a suggestion that modifies the RFA, CJJP will issue an addendum to the RFA. The State assumes no responsibility for verbal representations made by its agencies, officers or employees unless such representations are confirmed by CJJP in writing and incorporated into the RFA by addendum.

#### **D. Final Submission of Proposal**

Applications are due on before **September 30, 2010** by 4:30 p.m. CDT. Applicants must submit the original proposal and **10 copies (11 total)** of their application to CJJP in response to this request. All applications must be submitted on the forms provided.

**Faxed or e-mailed copies will not be accepted.** Applicants who choose to mail applications must allow ample mail delivery time to ensure timely receipt of their applications by CJJP. Postmarking by the due date will not substitute for actual receipt of the application by CJJP. It is the applicant's responsibility to ensure that the application is date and time stamped as received by CJJP prior to the deadline. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

#### **Applications must be delivered to:**

Department of Human Rights  
Division of Criminal and Juvenile Justice Planning  
Second Floor  
Lucas State Office Building  
321 E. 12<sup>th</sup> St.  
Des Moines, IA 50319

Contact: David Kuker ([Dave.Kuker@iowa.gov](mailto:Dave.Kuker@iowa.gov) )

It is the intent of CJJP to award grants to the successful applicant on or about October 21, 2010. All monies must be spent by September 30, 2011.

#### **E. Right to Reject Applications**

CJJP reserves the right to reject, in whole or in part, any or all applications, to advertise for new proposals, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFA if it is in the best interests of CJJP.

Any application will be rejected outright and not evaluated for the following reasons:

1. The applicant fails to deliver the application by the relevant dates and times stated; and
2. The applicant is not an eligible applicant as defined in Section II.

Any application may be rejected outright and not evaluated for any of the following reasons:

1. The applicant fails to include required information, or fails to include sufficient information to determine whether an RFA requirement has been satisfied;
2. The applicant fails to follow the application format instructions or presents information requested by this RFA in a format inconsistent with the instructions of this RFA;
3. The applicant provides misleading or inaccurate answers;
4. The applicant states that a mandatory requirement cannot be satisfied;
5. The applicant's response materially changes a mandatory requirement;
6. The applicant's response limits the rights of CJJP;

7. The applicant fails to respond to CJPJ's request for information, documents, or references;
8. The applicant fails to include any signature, certification, authorization, or stipulation requested in this RFA.

All materials submitted are subject to verification. Providing misleading or inaccurate information shall be grounds for rejection of the application.

#### **IV. REQUIRED APPLICATION COMPONENTS**

A completed application must include each of the components listed below. **Applications must be submitted on the forms included in Attachment B. Applications not submitted on the required forms will not be reviewed.** The required forms are organized to correspond with the required application components. The review criteria are included as Attachment A of this RFA.

All applications are required to have 1" margins, typed in 12 point font, double spaced, on a single side of each page, and limited to the number of pages specified on each required form.

##### **A. Cover Page**

This formatted cover page must be the first page of the application.

##### **Requirement - Cover Page**

**All applicants are required to submit a completed cover page, which includes the name and contact information for the applicant, the name and contact information of the contact person for the applicant, the name of the proposed project, the amount requested, up to \$100,000, and a 50-100 word summary of the major components of the proposal.**

##### **B. Qualifications and Experience**

Applicants must demonstrate that staff serving in the proposed project ("Project") have sufficient knowledge, skills, and experience related to DMC. The applicant must explain their qualifications and experience related to the provision or fulfillment of the major "requirements" as outlined in the RFA (school to court, support to existing sites, service approaches, inform and education, DMC Conference).

##### **Requirement - Qualifications and Experience**

**Applicants will be required to demonstrate the following capabilities:**

- **Administrative experience related to the implementation of a statewide planning and technical assistance initiative;**
- **Qualifications of individual staff (e.g. skills related to: data collection and analysis, group facilitation, programmatic development, provision of training and technical assistance) are consistent with the work or services reflected in the proposed effort (must include resume/vitae of all persons listed in the proposal);**
- **Role of individual staff is clearly articulated as it relates to the implementation of major proposal activities;**
- **History of engagement and work with members of minority communities;**



- **Experience regarding the coordination of technical assistance efforts identified in the applicant's proposal with a variety of other local DMC related planning efforts; and**
- **Ability to identify and address the needs and issues of minority girls or assist in providing information regarding the needs and issues of minority girls.**

### **C. School-to-Juvenile-Court Referral Process**

*Data Provision and Technical Assistance* - Applicants proposals must document the process by which youth are referred from school to court, perform primary data collection from relevant data sets, develop standardized reports, document relevant resources, provide technical assistance, and make recommendations for policy change. Applicants should focus on information useful in developing and implementing policy to reduce referral rates for minority youth from the school setting. Potential data elements and sources from which applicant will be required to collect information Include:

- **Schools**  
*Data elements:* school behavioral incidents and suspension, expulsion and court referral data  
*Potential data sources:* local schools, Iowa Department of Education (Infinite Campus), JCS
- **Arrest**  
*Data elements:* arrests and referral of youth in the school setting  
*Potential data sources:* School Resource Officer data, local police department data, Iowa Uniform Crime Report
- **School-Based Private Provider Agencies**  
*Data element:* service performance data on youth served in school setting  
*Potential data source:* private youth-serving agencies

### **Deliverables - School-to-Court Referrals**

The provider selected through this RFA process will be required to produce the following deliverables in Year One:

- **Primary (case level) data collection from data elements identified in section above. The collection shall be from the two high schools in each site with the highest number of referrals to juvenile court.**
- **Identify local gatekeepers (school officials, law enforcement, or private provider) of relevant data (data identified above);**
- **Standardized reports from collected data to assist local planning and policy development;**
- **Utilization of data in policy and procedure activities of local plan.**
- **Documentation of the school-to-court referral process; and**
- **Documentation of resources available to the schools, law enforcement and the courts to reduce the referral of low-risk youth to the juvenile justice system.**

#### **D. Support to Existing DMC Sites and Activities**

The work associated with this RFA effort is focused primarily within the purview of the juvenile justice system. More specifically, the work is focused at the front end of the juvenile justice system including arrest, referral from schools, diversion, and detention issues. Within the areas of the Local DMC Committees are various other planning efforts including, but not limited to United Way, Decategorization, and Empowerment. Applicants must demonstrate the ability to provide support to local DMC Committees and JDAI efforts as well as the ability to coordinate with other local efforts tangentially related to the JDAI efforts including efforts to address child welfare and empowerment.

The successful applicant will be required to provide specialized technical assistance to local DMC Committees and DMC related efforts in Black Hawk, Johnson, Polk, and Woodbury counties. The work with local county efforts will include: a) planning assistance with the collection and analysis of data; b) utilization and coordination of local planning processes for the identification and prioritization of local needs relative to DMC; c) identification of potential resources to meet DMC needs; d) assistance with the development and implementation of outcomes regarding relevant programming and process evaluation for local efforts; and e) plan and policy development that details efforts to affect DMC. Applicants are encouraged to develop proposals that provide a variety of options to enhance community planning capabilities. This may include options such as providing and/or arranging technical assistance through specified outside speakers and consultants, working to leverage support for minority advocacy, or providing support to other JJAC funded DMC diversion and community allocation programs in the state through the DMC center.

#### **Deliverables - Support to Existing Sites**

The provider selected through this RFA process will be required to produce the following in Year One:

- Updated local plans which detail system reform policies and procedures implemented or proposed. Plans should reflect coordination of juvenile justice and other DMC-related efforts;
- Coordination of the submission of quarterly reports by local sites that reflect relevant progress in accordance with agreed upon outcomes and/or performance measures; and
- Creation of an effective Memorandum of Understanding (MOU) between key system officials including, but not limited to, schools, law enforcement, JCS, and minority officials detailing how local DMC-related planning will be conducted. Implementation effort should confirm the MOU's value (e.g. desired products are specified in the MOU – thereafter, documentation supports that specified products have been completed). MOU's may address, for example, safeguards for the sharing of case-level information between parties, efforts to affect policy change in school referral efforts and coordinate service provision for local detention alternatives.

#### **E. Service Approaches**

Applicants will be required to work with community, state, and local planning entities to develop and enhance DMC service approaches. This may include program development, the development of materials to improve service quality, and presentations of best

practices-proven approaches. The applicant will be expected to provide assistance with evaluation of local programs.

#### **DELIVERABLES - Service Approaches**

**The providers selected through this RFA will be required in Year One to produce sufficiently detailed local plans regarding service needs and local efforts or resources necessary to affect best practices service provision.**

#### **F. Inform and Educate**

The selected provider will be required to provide basic education and information regarding DMC. This includes the ability to provide training for court and juvenile justice system officials, conduct presentations, create effective web-based materials, pamphlets, and promotion materials. (The DMC Conference is a major educational activity for the project and requirements related to it are described separately.) The educational component of the applicant's proposal must be structured to provide the greatest overall impact on DMC.

*Orientation for Sites* - The primary focus of a DMC Resource Center will be to work with key staff at the state and local levels. Applicant's proposal must reflect the ability to provide an orientation regarding reduction of DMC in the school- to-court referral process, and also to provide a training template to orient new members as transitions occur throughout the grant period.

#### **DELIVERABLES-Inform and Educate**

**The provider selected through this RFA process will be required to produce the following deliverables in Year One:**

- **Website that, amongst other things, includes basic data (e.g. DMC matrices information, minority census population, juvenile detention, and juvenile justice case processing information) and research regarding DMC- related best practices;**
- **Basic information regarding the state DMC effort;**
- **Promotional materials (flyer/registration information) for the state DMC conference; and**
- **Written summary of orientation event for local sites to learn and understand existing site needs, and to explain potential work affecting DMC at the school-to-court referral process level.**

#### **G. DMC Conference**

Applicants will be required to include in their proposals a plan for a statewide one-and-a-half day DMC Conference that will attract state and local officials, private individuals, and entities to mobilize efforts related to Iowa's DMC Initiative. The main purpose of the conference is to provide information related to best practices for programming and policies related to minority youth. Conference workshops are expected to relate to the activities and needs reflected in local DMC plans and may include tracks specifically directed at youth and their families. Conference planning should seek to take advantage of speakers at the national, state, and local level.

The DMC Conference will be held in a single, central and easily accessible location. The JJAC anticipates that the conference will be held in September of 2011. Applicants should

demonstrate their ability to plan all phases of the conference including but not limited to linking and coordinating with other relevant conferences, coordinating with CJJP and the DMC committee, and promoting the conference. The selected provider is expected to coordinate with key governmental and community-based partners including, but not limited to, the Department of Education, the courts, law enforcement, and JCS. The DMC committee will have a role in designing the conference in that it will by suggest keynote speakers and workshops for the conference; accordingly, applicants will be expected to participate in DMC Committee meetings. Additionally, subject to preapproval by CJJP, applicants may choose to subcontract all or part of the DMC conference to another planning or conference planning entity.

Approximately \$20,000 in grant funds will be available through this RFA to support the conference. Funding may be utilized for speakers, a site location, copying, the development of materials or other related expenses. Funding may also be used to provide scholarships to ensure broad-based participation in the DMC Conference. Applicants' proposals may include charging a nominal fee for participants to assist in covering the costs of the conference.

#### **DELIVERABLES - DMC Conference**

The provider selected through this RFA process will be required to produce the following deliverables in Year One:

- A written summary report or conference evaluation; and
- A written summary from each local site (and other key conference attendees) detailing the potential local changes the site(s) will implement as a result of information provided at the DMC Conference.

#### **H. Budget and Justification**

Applicants must utilize the "Applicant Budget Sheet" found in Attachment B. Applicants should refer to Section V (Use of Funds) of this RFA in planning their budgets. Applicants must account for all proposed project costs and all costs to be directly incurred by the applicant in completing the "Applicant Budget Sheet." The "Subcontract Budget Sheet" form should be completed for each "contract service" listed in the "Applicant Budget Sheet" that the applicant anticipates will be performed by any person or entity other than the applicant.

#### **REQUIREMENT - Budget and Budget Justification**

Applicants must submit budget information on the attached forms. The budget information must conform to the following:

- The applicant's budget and budget justification should be consistent with and appropriate to the major activities identified in the proposal; and
- The applicant's budget and budget justification should be adequate to support activities identified in the proposal, without being excessive.

#### **I. Assurances**

Applicants shall sign the Assurances attached to this RFA as Attachment C.

#### **J. Minority Impact Statement**

Applicants shall complete and sign the Minority Impact Statement attached to this RFA as Attachment C. The Minority Impact Statement seeks to identify the potential impact of applicant's proposed activities on minority groups. Applicants are required to provide this information pursuant to this RFA and Iowa Code section 8.11 (2009). The Minority Impact Statement is used for informational purposes only and the information contained within it will not be considered in the review process.

#### **K. Acceptance of Terms and Conditions**

An applicant shall specifically agree that the application is predicated upon the acceptance of all terms and conditions stated in the RFA. If the applicant objects to any term or condition, the applicant must state the objection and refer to the objectionable page and section of the RFA. Objections or responses that materially alter the RFA may be deemed non-responsive and disqualify the applicant.

#### **V. USE OF FUNDS**

Grant funds available under the DMC Resource Center initiative may be used to support all budget categories identified in the budget-related forms provided in this RFA. Eight primary budget categories are allowed, including salaries, personal benefits, contract services, travel, training and tuition, equipment, supplies and operating expenses, and other expenses. Costs not addressed clearly via these cost categories should be gauged against the following cost restrictions to determine whether they are acceptable:

- Grant funds cannot be used to supplant other federal, state, or local funds supporting existing programs or activities.
- Grant funds cannot be used to support the position of a local DMC coordinator.
- Grant funds cannot be used for construction, renovation, or land acquisition.
- Grant funds cannot be expended for the payment of real estate mortgages or taxes; dues to organizations or federations; costs for social activities not related to the purpose of this Project; costs related to political activity; interest costs; fines, penalties, law suits, or legal fees; contingencies such as pending litigation, possible liabilities, etc.; and contributions and donations.
- Grant funds cannot be used for the purchase of fixed assets such as automobiles, computer equipment, or fixtures unless such purchases have been specifically approved by CJJP in advance of the purchase.
- Grant funds cannot be used for out of state travel unless such travel has been specifically approved by CJJP in advance of expenditure.
- Indirect costs are not allowable as a budget item in this proposal.

Each of the above-listed cost restrictions must appear in every agreement or contract between the selected provider and other entities whose activities or services the selected provider pays using grant funds awarded pursuant to this RFA. **Grant funds may only be used to support those cost items specified and agreed to in a contract between CJJP and the applicant.**

## **VI. REVIEW PROCESS**

### **A. Preliminary Review**

CJJP will conduct a preliminary review of each application to ensure that the applicant is eligible and the application is complete. All applications that are eligible and complete will be presented to the Grant Review Committee established by the chair of the JJAC.

### **B. Committee Review**

Members of the Grant Review Committee (GRC) will review the applications and assign numerical scores to each application using the criteria listed below. The rank order of scores assigned to the applications shall be the basis of funding recommendations to be made by the GRC. The GRC will forward its funding recommendations to the JJAC for approval. See Attachment A for a complete description of the criteria.

### **C. Criteria**

	<u>Points</u>
Qualifications and Experience	40
School to Court	60
Support to Existing Sites	40
Service Approaches	40
Inform and Educate	30
DMC Conference	20
Budget and Budget Justification	20
<b><i>Total Points:</i></b>	<b><i>250</i></b>

## **VII. ADMINISTRATIVE ISSUES**

### **Waiver of deficiencies**

CJJP and the GRC reserve the right to waive minor deficiencies in a proposal. The decision as to whether a deficiency will be waived or will require the rejection of a proposal will be solely within the discretion of the CJJP. Failure to comply with or respond to any part of this RFA may result in the rejection of an application.

### **Final review and award**

CJJP will notify all applicants in writing of JJAC's funding decisions. CJJP reserves the right to fund all, part, or none of the applicant's proposal.

Notification letters will be issued electronically via email from CJJP's administrator. A letter in PDF format will be emailed to the recipient email addresses listed on the application cover page. CJJP is not responsible for delayed receipts of notifications due to misspelled or invalid email addresses the applicant lists on the application cover page. Recipients shall accept the provision of a read receipt to CJJP upon opening the email. Notification letters will be issued by June 18, 2010 in one of three formats:

1. The application is approved as submitted;
2. The application is conditionally approved; or
3. The application is denied.

Notification letters of conditional approval will contain specific requirements for action(s) with definitive timeframes for applicant response. In the event the specific requirements are not met within the provided timeframe, a contract will not be awarded.

### **Amendments**

The CJJP reserves the right to modify this RFA at any time. In the event the CJJP amends or deletes any portion of the RFA, an amendment will be provided to all applicants who received the original request for applications.

### **Copyrights**

By submitting an application, the applicant agrees that the CJJP may copy the proposal for purposes of facilitating the evaluation of the application or to respond to a request for public records. The applicant consents to such copying by submitting an application and warrants that copying will not violate the rights of any third party.

### **Cost of Proposal**

The CJJP is not responsible for any costs incurred by an applicant which are related to the preparation or delivery of an application or any other activities carried out by an applicant related to this request for applications.

### **Property of the Division**

All applications become property of the CJJP.

### **Public Records**

Applicant proposals may be treated as a public record by the CJJP. Public records will be copied as necessary to comply with Iowa's public record law. By submitting an application the applicant grants the CJJP the right to make copies of the proposal as required by law. Any request for confidential treatment of information submitted in response to this RFA must enumerate the specific ground(s) in Iowa Code chapter 22 that supports the treatment of the material(s) as confidential.

### **Rejection of Applications**

At any time prior to the execution of a written contract, the CJJP reserves the right to reject any or all applications received in response to this RFA for any reason. Issuance of this RFA in no way constitutes a commitment by the CJJP to award a contract.

### **Release of Claims**

With the submission of an application, each applicant agrees that it will not bring any claim or have any cause of action against the CJJP or the State of Iowa based on any misunderstanding concerning the information provided herein or based on the CJJP's failure to provide the applicant with information.

### **Restrictions on Gifts and Activities**

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and are solely responsible for complying with these requirements.

## **Appeals**

Applicants choosing to appeal funding decisions must file a written appeal with the administrator of the CJJP within ten calendar days of the postmarked date of the written notification of the program's funding decisions. It is the responsibility of the applicant to assure that appeals are received by 4:30 p.m. CDT on or before the tenth day of the appeal period. Appeals received after 4:30 p.m. CDT on the tenth day will not be reviewed.

All letters of appeal must clearly state the reason(s) for the appeal and evidence in support of the appeal. Reason(s) for appeal may only be based on a contention that the rules and procedures governing the selection process have not been followed or applied properly. All appeals must clearly state in what manner the applicant believes CJJP failed to follow the rules of the selection process as governed by the administrative rules and procedures outlined in the application materials provided to all applicants by CJJP. The letter of appeal must also describe the remedy being sought. Appeal decisions will be made by CJJP's Administrator.

All appeals should be delivered to:

Administrator  
Department of Human Rights  
Division of Criminal and Juvenile Justice Planning  
Second Floor  
Lucas State Office Building  
Des Moines, Iowa 50319

## **VIII. CONTRACT TERMS AND CONDITIONS**

### **A. Contracts with Approved Applicants**

The State will enter into a contract with the approved applicant and will include the General Terms and Conditions for Services Contracts/Solicitations found at the following link to the Iowa Department of Administrative Services website: [http://das.gse.iowa.gov/terms\\_services.pdf](http://das.gse.iowa.gov/terms_services.pdf). The contract terms and conditions contained in this Section VIII and the referenced link (collectively, Terms and Conditions) are limited in scope, do not include all contract terms, and are provided solely to enable applicants to better evaluate the costs associated with the RFA and the potential resulting contract. Applicants should assume that similar terms will be included in any contracts awarded as a result of this RFA.

### **B. Incorporation of Documents**

This RFA, any amendments to it, and CJJP's written responses to applicants' questions collectively form the RFA. The RFA and the approved applicant's application will be incorporated by reference into the contract.

### **C. Order of Priority**

In the event of a conflict between or among the contract, the RFA and the application, the conflict shall be resolved according to the following priority, ranked in descending order:

- 1) The contract
- 2) The RFA
- 3) The application



**D. Redistribution of funds**

CJJP reserves the right to recapture and redistribute funds based upon projected expenditures, if it appears that funds will not be expended by an applicant according to the conditions of its contract.

**E. Other Conditions**

The applicant also understands and agrees: (1) that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulations and rules issued by the CJJP for the administration of grant projects; (2) that funds awarded are to be expended only for the purposes and activities covered by the applicant's approved application and budget; (3) that the grant may be terminated in whole or in part at any time that the CJJP finds a substantial failure to comply with contractual conditions or with regulations promulgated by the CJJP; and (4) applicant shall maintain all grant records and accounts and made such records available for audit as prescribed by CJJP.

## IX. LIST OF IMPORTANT DATES

<u>Event</u>	<u>Date</u>	<u>Relevant Time</u>
<b>*Posting of ICN Sites</b> ICN sites posted on CJJJ's website.	Aug. 20, 2010	4:30 p.m. CDT
<b>*Applicants' Conference</b> CJJJ overview of application via ICN.	Aug. 27, 2010	10:00 a.m. – 1:00 p.m. CDT
<b>*Letters of Intent to Apply</b>	Sept. 3, 2010	4:30 p.m. CDT
<b>*Applicant Written Questions</b> Applicant written questions and requests for clarifications regarding the RFA.	Sept. 3, 2010	4:30 p.m. CDT
<b>*CJJJ Responses to Questions</b> CJJJ's written responses sent regarding RFA questions.	Sept. 10, 2010	4:30 P.M. CDT
<b>*Final Submission of Proposal</b>	<b>Sept, 30 2010</b>	<b>4:30 p.m. CDT</b>
<b>*CJJJ Notification to Applicants</b> CJJJ notice regarding status of applicant proposals.	Oct. 21, 2010	4:30 p.m. CDT
<b>*Start of Grant Period</b>	Nov. 1, 2010	4:30 p.m. CDT

## X. APPLICATION CHECKLIST

- ✓ Letter of intent to apply must be received by **Sept. 3, 2010** at 4:30 p.m.
- ✓ Original application with 10 copies (11 total) must be received by **Sept. 30, 2010** at 4:30 p.m.
- ✓ Completed Cover Page Form
- ✓ Completed Qualifications and Experience Form
- ✓ Completed School-to-Court Form
- ✓ Completed Support-to-Existing Sites Form
- ✓ Completed Services Approaches Form
- ✓ Completed Inform and Educate Form
- ✓ Completed DMC Conference Form
- ✓ Completed Budget and Budget Justification Forms
- ✓ Reviewed and Signed Assurances (three pages)
- ✓ Completed and Signed Minority Impact Statement
- ✓ Reviewed and specifically agreed to section VII (Administrative Issues) and section VIII (Contract Terms and Conditions)

## **ATTACHMENT A**

### **DISPROPORTIONATE MINORITY CONTACT RESOURCE CENTER GRANT REVIEW CRITERIA**

Each application will be reviewed in a competitive process to judge the clarity of the application's content, the relative efficiency and effectiveness of the applicant's proposed activities, and the consistency of the application's content with the purposes set forth for the available grant funds.

#### **Applications (Total points possible: 250)**

##### **A. Cover Page Point Value (Point Value 0)**

Applicants should note that a cover page is a required component of the application.

##### **B. Qualifications and Experience: (Point Value 40)**

The extent to which the application demonstrates the following capabilities:

- Administrative experience related to the implementation of a statewide planning and technical assistance initiative;
- Qualifications of individual staff (e.g. skills related to: data collection and analysis, group facilitation, programmatic development, provision of training and technical assistance) are consistent with the work or services reflected in the proposed effort (must include resume/vitae of all persons listed in the proposal);
- Role of individual staff is clearly articulated as it relates to the implementation of major proposal activities;
- History of engagement and work with members of minority communities;
- Experience regarding the coordination of technical assistance efforts identified in the applicant's proposal with a variety of other local DMC related planning efforts; and
- Ability to identify and address the needs and issues of minority girls or assist in providing information regarding the needs and issues of minority girls.

##### **C. Deliverables - School-to-Court Referrals**

The extent to which the application demonstrates the capability to provide the following deliverables in Year One:

- Primary (case level) data collection from data elements identified in section C. The collection shall be from the two high schools in each site with the highest number of referrals to juvenile court.
- Identify local gatekeepers (school officials, law enforcement, or private provider) of relevant data (data identified in section C);
- Standardized reports from collected data to assist local planning and policy development;
- Utilization of data in policy and procedure activities of local plan.
- Documentation of the school-to-court referral process; and
- Documentation of resources available to the schools, law enforcement and the courts to reduce the referral of low-risk youth to the juvenile justice system.

##### **D. Support to Existing Sites: (Point Value 40)**

The extent to which the application demonstrates the capability to provide the following deliverables in Year One:

- Updated local plans which detail system reform policies and procedures implemented or proposed. Plans should reflect coordination of juvenile justice and other DMC-related efforts;
- Coordination of the submission of quarterly reports by local sites that reflect relevant progress in accordance with agreed upon outcomes and/or performance measures; and
- Creation of an effective Memorandum of Understanding (MOU) between key system officials including, but not limited to, schools, law enforcement, JCS, and minority officials detailing how local DMC-related planning will be conducted. Implementation effort should confirm the MOU's value (e.g. desired products are specified in the MOU – thereafter, documentation supports that specified products have been completed). MOU's may address, for example, safeguards for the sharing of case-level information between parties, efforts to affect policy change in school referral efforts and coordinate service provision for local detention alternatives.

**E. Service Approaches: (Point Value 40)**

The extent to which the proposal describes and effort to produce sufficiently detailed local plans regarding service needs and local efforts or resources necessary to affect best practices service provision in Year One.

**F. Inform and Educate: (Point Value 30)**

The extent to which the application demonstrates the capability to provide the following deliverables in Year One:

- Website that, amongst other things, includes basic data (e.g. DMC matrices information, minority census population, juvenile detention, and juvenile justice case processing information) and research regarding DMC- related best practices;
- Basic information regarding the state DMC effort;
- Information promoting (flyer/registration information) the state DMC conference; and
- Written summary of orientation event for local sites to learn and understand existing site needs, and to explain potential work affecting DMC at the school-to-court referral process level.

**G. DMC Conference: (Point Value 20)**

The extent to which the application demonstrates the capability to provide the following deliverables in Year One:

- A written summary report or conference evaluation; and
- A written summary from each local site (and other key conference attendees) detailing the potential local changes the site(s) will implement as a result of information provided at the DMC Conference.

**H. Budget and Budget Justification: (Point Value 20)**

Applicants must submit budget information on the attached forms. The budget information must conform to the following:

- The applicant's budget and budget justification should be consistent with and appropriate to the major activities identified in the proposal; and
- The applicant's budget and budget justification should be adequate to support activities identified in the proposal, without being excessive.

## **ATTACHMENT B**

### **DISPROPORTIONATE MINORITY CONTACT RESOURCE CENTER**

#### **APPLICATION FORMS COVER PAGE, NARRATIVE, AND BUDGET**

For an application to be considered eligible, these forms must be completed and submitted according to the instructions on the form and as presented elsewhere in this RFA. Applicants may reproduce these forms using their own computer software, but only if the resulting document clearly replicates all sections and formats of the provided forms.

### Cover Page

Criminal and Juvenile Justice Planning and Advisory Council and Juvenile Justice Advisory Council  
2<sup>nd</sup> Floor, Lucas State Office Bldg.  
Lucas Building, Des Moines, IA 50319

Applicant  
(Name, Address, Telephone, Fax, E-mail)

Project Director/Contact Person  
(Name, Address, Telephone, Fax, E-Mail)

Name of Project

Project Period  
11-01-10 through 09-30-11 (must submit 12 month budget)

Categories	Approximate Amount Available	Amount Requested
------------	---------------------------------	------------------

DMC Resource Center	\$100,000 (prorated for grant period)	
---------------------	---------------------------------------	--

#### Proposal Abstract

In the space below, provide a summary (50-100 words) of your proposed project as described in Section IV A.

### **Form - Qualifications and Experience**

In the space below, provide narrative information as is described in Section IV (B) and Attachment A. You may attach up to 1 additional page to this form. If submitting an additional page, number the additional page as 23(a).

### **Form – School-to-Court**

In the space below, provide narrative information as is described in Section IV C and Attachment A. You may attach up to 5 additional pages to this form. If submitting additional pages, number the additional pages as 24(a), 24(b), 24(c), etc.



### **Form – Support to Existing Sites**

In the space below, provide narrative information as is described in Section IV D and Attachment A. You may attach up to 4 additional pages to this form. If submitting additional pages, number the additional pages as 25(a), 25(b), 25(c), etc.

### **Form – Service Approaches**

In the space below, provide narrative information as is described in Section IV E and Attachment A. You may attach up to 1 additional page to this form. If submitting an additional page, number additional page as 26(a).

### **Form – Inform and Educate**

In the space below, provide narrative information as is described in Section IV F and Attachment A. You may attach up to 2 additional pages to this form. If submitting additional pages, number the additional pages as 27(a) and 27(b).

### **Form – DMC Conference**

In the space below, provide narrative information as is described in Section IV G and Attachment A. You may attach up to 1 additional page to this form. If submitting an additional page, number the additional page as 28(a).

### **Applicant Budget Sheet and Subcontract Budget Sheet Forms -**

Complete the applicant budget sheet form providing information as is described in Section IV H and Section V. An instruction sheet on the following page explains information regarding completion of the budget and budget subcontract sheets. Applicants that will be subcontracting any portion of their budget must also complete the budget subcontract form.

## Budget Sheet Instructions

**Despite the 11 month grant period, applicants are required to provide a Year One budget. The final budget for the grant period will be prorated for the 11 month grant period.**

Block 1. SALARIES: Identify anyone to be paid as a salaried position with funds provided pursuant to this RFA. Give the title of individual, the annual salary, the percent of time he/she will devote to this project and the amount requested.

Example: Title: Counselor; Salary: \$15,000.00; % of time: 10%; Request: \$1,500.00

Block 2. PERSONNEL BENEFITS: List any personnel benefits that are to be paid to salaried individuals. These could include the portion of Social Security, Worker's Compensation, unemployment Compensation, and health insurance paid with grant funds.

Block 3. CONTRACT SERVICES: Provide the name, address, and hourly or daily rate for all individual contract or consultant services. For subcontracts with firms, state type of subcontract and total cost. **A subcontract budget sheet must be completed for each subcontract listed. Prior to entering into a written agreement, all subcontracts must be approved by CJJP.** Applicants must provide agency name, mailing address, phone number and email address for all subcontracts.

Block 4. TRAVEL: Itemize all in-state and out-of-state travel. Include costs for meals, lodging and mileage. Grant recipients are bound by the State of Iowa rates. These limitations are .39 per mile for travel, \$28 per day for meals: \$5 breakfast; \$8 lunch; \$15 dinner, \$75 plus tax per night lodging. ([http://das.sae.iowa.gov/manuals\\_forms/manuals.html](http://das.sae.iowa.gov/manuals_forms/manuals.html) - see section 210 of accounting manual – travel) Grant funds may not be used for out-of-state travel not specified in this application or without prior approval.

Block 5. TRAINING AND TUITION: Provide the names of staff attending the training, the amount of tuition for each attendee, the name of the place or institution providing the training and the location of the training.

Block 6. EQUIPMENT: Provide an itemized list of all purchases. The list must include, at a minimum, a description of the item to be purchased and the total cost of the item.

Block 7. SUPPLIES AND OPERATING EXPENSES: Operating expenses must be listed and described separately. You may use descriptions such as rent, telephone, office machine rental, etc. Expendable office supplies may be grouped together and the cost provided as a lump sum. These items include, but are not limited to, paper, pens, pencils, staples, etc.

*Note 1: Indirect costs are not allowable as a budget item in this proposal.*

Block 8. OTHER: Include any proposed expenses that do not fit within any of the above-listed categories. Other costs may include, but are not limited to, stipends to youth and audit fees.

**BUDGET JUSTIFICATION:** For all categories listed above, please provide a narrative to justify the proposed costs on the Budget Justification Narrative sheet included.

Budget Sheet Instructions

THE DMC RESOURCE CENTER INITIATIVE  
APPLICANT BUDGET SHEET

Grant Recipient: \_\_\_\_\_

Description of Expense	Grant Funds				
<p>1. Salaries</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;"><u>Position</u></td> <td style="width: 25%;"><u>Annual Salaries</u></td> <td style="width: 25%;"><u>% of Time</u></td> <td style="width: 25%;"><u>Amount</u></td> </tr> </table>          <p>Subtotal \$</p>	<u>Position</u>	<u>Annual Salaries</u>	<u>% of Time</u>	<u>Amount</u>	
<u>Position</u>	<u>Annual Salaries</u>	<u>% of Time</u>	<u>Amount</u>		
<p>2. Personnel Benefits:</p>          <p>Subtotal \$</p>					
<p>3. Contract Services:</p>          <p>Subtotal \$</p>					
<p>4. Travel:</p>          <p>Subtotal \$</p>					

Description of Expense	Grant Funds
5. Training and Tuition:          Subtotal \$	
6. Equipment:          Subtotal \$	
7. Supplies and Operating Expenses:          Subtotal \$	
8. Other:          Subtotal \$	
<div> <div></div> <div><b>Total Project</b></div> </div> Budget \$	



## SUBCONTRACT BUDGET SHEET

And \_\_\_\_\_ Contractor

Description of Expense				Grant Funds
1. Salaries				
<u>Position</u>	<u>Annual Salaries</u>	<u>% of Time</u>	<u>Amount</u>	
Subtotal \$				
2. Personnel Benefits:				
Subtotal \$				
3. Contract Services:				
Subtotal \$				
4. Travel:				
Subtotal \$				

## SUBCONTRACT BUDGET SHEET CONTINUED

Description of Expense	Grant Funds
5. Training and Tuition:	
Subtotal \$	
6. Equipment:	
Subtotal \$	
7. Supplies and Operating Expenses:	
Subtotal \$	
8. Other:	
Subtotal \$	
<b>Total Project Budget \$</b>	

### **Budget Justification Form**

In the space below, provide narrative information as is described in Section IV H and Section V, and attachment A. You may attach up to 3 additional pages to this form. If submitting additional pages, number the additional pages as 35(a) and 35(b). Organize your budget justification narrative to separately address each cost category listed in the budget sheets.

## **ATTACHMENT C**

### **DISPROPORTIONATE MINORITY CONTACT RESOURCE CENTER**

#### **APPLICATION FORMS ASSURANCES – MINORITY IMPACT STATEMENT**

For an application to be considered eligible, these forms must be completed (signed) and submitted according to the instructions on the form and as presented elsewhere in this RFA.

## **ASSURANCES**

### **A. ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS**

No person shall, on the grounds of race, creed, color, national origin, age, gender or sexual orientation be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under agency grants awarded pursuant to P.L. 93-415 or any project or program supported by such grants. Subgrantees must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964, as amended; the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39; and regulations issued by the Department of Justice thereunder as a condition of award of federal funds and continued grant support. The subgrantee shall notify the Division of Criminal and Juvenile Justice Planning of any findings of discrimination made against the agency after a due process hearing.

### **B. ASSURANCES OF COMPLIANCE WITH "EQUAL TREATMENT REGULATION"**

The applicant ensures that religiously affiliated organizations have a level playing field for consideration for any and all subcontracts under agency grants, pursuant to Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants regulation, 28 CFR parts 31, 33, 38, 90, 91, and 93.the participation of faith-based organizations.

### **C. THE HATCH ACT**

Federal law prohibits certain partisan political activity by an officer or employee of the State or local agency if his/her principal employment is in connection with an activity, which is financed in whole or part by loans or grants made by the United States or a Federal Agency. The United States Civil Services Commission enforces the law.

### **D. PROCUREMENT OF SPECIAL EQUIPMENT**

The Division of Criminal and Juvenile Justice Planning expects that the subgrantees will procure such special equipment being purchased in whole or in part with grant funds by that method, authorized by state law or local ordinance, which results in the lowest price of goods of the kinds or type required.

### **E. NATIONAL HISTORIC PRESERVATION ACT OF 1966**

This project application either will not have an effect on a site listed on the National Register of Historic Places or the applicant has notified the Division of Criminal and Juvenile Justice Planning that such a site is or will be involved.

### **F. APPLICABILITY OF STATE AND FEDERAL POLICIES**

All conditions, rules and regulations of federal and state governments which relate to the administration of public funds and financial accounting shall apply to subgrantees and contractors of the Division of Criminal and Juvenile Justice Planning.

#### G. NON-SUPPLANTING REQUIREMENT

Federal and state funds made available through this program may not be used to supplant federal, state and local funds that would have been available in the absence of this program's aid. In complying with this requirement, the Division of Criminal and Juvenile Justice Planning will rely on written certification by State agencies and local government units to the effect that program funds have not been used in place of other federal, state and local funds.

#### H. REPORTS

The subgrantee shall submit quarterly financial reports and quarterly progress reports indicating activities undertaken, expenditures, and general progress of the project for which the subgrant was awarded. In addition to the above reports, a final report (using the same report forms: dealing with the evaluation of the entire project will be needed. This will include data needed to verify the success or failure of the project and a statement as to the effectiveness of the project.

#### I. BUILDING ACCESSIBILITY AND USE BY PEOPLE WITH DISABILITIES

Any construction, design or alteration of a building or facility which will be used by the public or which may result in the employment or residence of people with disabilities must comply with the regulations issued by Federal Agencies, including the Department of Justice, under the Americans with Disabilities Act of 1990.

#### J. AMENDMENTS TO THE REQUEST FOR APPLICATIONS

The division reserves the right to modify this RFA at any time. In the event the division amends, adds to, or deletes any portion of the RFA, an amendment will be provided to all applicants who received the original RFA.

#### K. COST OF PROPOSAL

The division is not responsible for any costs incurred by an applicant which are related to the preparation or delivery of a proposal or any other activities carried out by an applicant related to this RFA.

#### L. COPYRIGHTS

By submitting a proposal, the applicant agrees that the division may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to a request for public records. The applicant consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party.

#### M. PUBLIC RECORDS

All information submitted by an applicant may be treated as a public record by the division unless the applicant properly requests that the information be treated as confidential information at the time the proposal is submitted. Public records will be copied as necessary to comply with Iowa's public record law. By submitting a proposal the applicant grants the division the right to make the required copies of the proposal. Any request for confidential treatment of information must enumerate the specific grounds in Iowa Code chapter 22 which support treatment of the material as confidential.

N. RESTRICTIONS ON GIFTS AND ACTIVITIES

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and are responsible for complying with these requirements.

O. RELEASE OF CLAIMS

With the submission of a proposal, each applicant agrees that it will not bring any claim or have any cause of action against the division or the State of Iowa based on any misunderstanding concerning the information provided herein or based on the division's failure to provide the applicant with information.

P. OTHER CONDITIONS

The Applicant also understands and agrees: (1) that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulations and rules issued by the Division of Criminal and Juvenile Justice Planning for the administration of grant projects; (2) that funds awarded are to be expended only for the purposes and activities covered by the Applicant's approved application and budget; (3) that the grant may be terminated in whole or in part at any time that the Division of Criminal and Juvenile Justice Planning finds a substantial failure to comply with contractual conditions or with regulations promulgated by the Division; and (4) that appropriate grant records and accounts will be maintained and made available for audit as prescribed by the Division.

CERTIFICATION AND ASSURANCE

I CERTIFY that, to the best of my knowledge, the information contained in this application is correct and complete and that the applicant agrees to comply with and uphold the above assurances.

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Official

## MINORITY IMPACT STATEMENT

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

**Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).**

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- ☐ Women
- ☐ Persons with a Disability
- ☐ Blacks
- ☐ Latinos
- ☐ Asians
- ☐ Pacific Islanders
- ☐ American Indians
- ☐ Alaskan Native Americans
- ☐ Other

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- ☐ Women
- ☐ Persons with a Disability
- ☐ Blacks
- ☐ Latinos
- ☐ Asians
- ☐ Pacific Islanders
- ☐ American Indians
- ☐ Alaskan Native Americans
- ☐ Other

- ☐ The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## **Definitions**

### (Minority Impact Statement)

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):

*b.* As used in this subsection:

(1) “*Disability*” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“*Disability*” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.